

HARYANA GOVERNMENT  
SOCIAL JUSTICE AND EMPOWERMENT DEPARTMENT.

Notification

The 5th June, 2007

No. 982 -SW (4)/2007.- The Governor of Haryana is pleased to constitute  
Society for Home for Persons with Special Needs, Rohtak.

MEMORANDUM OF ASSOCIATION

1. (i) The name of the Society shall be the Society for the Welfare of Persons with Special Needs, Rohtak.
- (ii) The registered office of the Society shall be situated at Rohtak District in the State of Haryana.
2. In this memorandum and the rules made thereunder unless the context otherwise requires:-
  - (a) "The Home" means Home for Persons with Special Needs, Rohtak.
  - (b) "Society" means Society for the Welfare of Persons with Special Needs, Rohtak.
3. **Aims and Objectives of the Society:-** The Society for the Welfare of Persons with Special Needs, Rohtak will have the following aims and objectives and shall be competent to perform the following functions:-
  - (i) To provide Education to Persons with Mental Retardation and associated disabilities to enable them to be self dependent;
  - (ii) to provide residential services to Persons with Mental Retardation belonging to far off areas to help them to nurture their abilities and to achieve rehabilitation;
  - (iii) to empower parents and family members and to involve them as co-therapists to carry out training programmes of Persons with Mental Retardation and associated disabilities;
  - (iv) to provide early stimulation and intervention training to Persons with Mental Retardation and associated disabilities in the age group of 0-5 years and to help them to achieve speedy development;
  - (v) to provide vocational training to Persons with Mental Retardation and associated disabilities to enable them to achieve self dependence;

- (vi) to develop effective models of Home based training programme suited to the needs of Persons with Mental Retardation and associated disabilities;
- (vii) to run outreach programme to cover Persons with Mental Retardation in the far flung areas and to extend services;
- (viii) to develop human resources to provide specialised services to Persons with Special Needs;
- (ix) to organise short term courses/conferences/seminars/workshops and update the skills and knowledge of professionals working in the field; and
- (x) to conduct research in the field of Mental Retardation and associated disabilities;
- (xi) to undertake any other activity for the promotion of welfare of the Persons with Special Needs;
- (xii) to receive grants and contributions to have custody of and to expend, the fund of the Society and to manage its properties;
- (xiii) to deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for the advancement of its objectives, provided that no immovable property of the Society shall be disposed off, in any manner whatsoever, without the prior approval of the State Government;
- (xiv) to deposit the money credited to the fund of the Society with such banks, or to invest the same in such manners, as the Society may deem fit; and
- (xv) to perform such other functions and to carry out such other duties as may, from time to time, be assigned to it by the State Government.

4. The constitution of the governing body of the Society shall be as under:-

1.	Chief Minister, Haryana.	Chairman
2.	Minister Incharge, Social Welfare, Haryana.	Senior Vice-Chairman
3.	Commissioner & Secretary to Govt. Haryana, Social Welfare Department, Haryana.	Vice-Chairman
4.	Director, Social Justice & Empowerment Department, Haryana.	Member Secretary
5.	Commissioner, Rohtak Division.	Member
6.	Director, Women & Child Development Haryana, Chandigarh.	Member

7.	Director General, Health Services, Haryana.	Member
8.	Director Employment, Haryana.	Member
9.	Director, P.G.I.M.S., Rohtak.	Member
10.	Head, Department of Psychiatry, P.G.I.M.S., Rohtak.	Member
11.	Dr. B.S. Chavan, Head Department of Psychiatry, Govt. Medical College & Hospital, Sector-32, Chandigarh.	Member
12.	Deputy Commissioner, Rohtak.	Member
13.	Honorary General Secretary Haryana State Council for Child Welfare Chandigarh	Member

ii) In addition to the above, two representatives of the donors and two representatives of the parents of the children with special needs admitted to the institution shall be elected for a period of two years.

iii) The Society may co-opt any person as a member who has special qualifications or experience, which can be useful for the working of the institution.

5. A copy of the rules of the Society certified to be a correct copy by 5 members of the Society is filed alongwith this memorandum of association.

6. We, the following persons whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association do hereby subscribe our names to this Memorandum of Association and set out several and respective hands hereunder and form ourselves into a Society under the Societies Registration Act, 1860 (Act 21 of 1860). This day of May, 2007.

Sr. No.	Name, address and occupation of members	Signature of members	Designation
1.	Chief Minister, Haryana		Chairman
2.	Minister Incharge, Social Welfare, Haryana		Senior Vice-Chairman
3.	Commissioner & Secy. to Govt, Haryana, Social Welfare Department.		Vice-Chairman

4.	Director, Social Justice & Empowerment Deptt., Haryana.	Member
5.	Commissioner, Rohtak Division	Secretary
6.	Director, Women & Child Development, Haryana.	Member
7.	Director General, Health Services, Haryana.	Member
8.	Director Employment, Haryana.	Member
9.	Director, P.G.I.M.S., Rohtak	Member
10.	Head, Department of Psychiatry, P.G.I.M.S., Rohtak	Member
11.	Dr. B.S. Chavan, Head, Department of Psychiatry, Govt. Medical College & Hospital, Sector-32, Chandigarh.	Member
12.	Deputy Commissioner, Rohtak	Member
13.	Honorary General Secretary, Haryana State Council for Child Welfare, Chandigarh.	Member

**SOCIETY FOR THE WELFARE OF PERSONS WITH SPECIAL NEEDS, ROHTAK**  
**RULES**

**1. Short title**

These rules may be called the "Society for the welfare of Persons with Special Needs, Rules, 2007".

**Definition**

- i) In these rules, unless the context otherwise requires 'Society' means the Society for the welfare of Persons with Special Needs, Rohtak".
- ii) Unless otherwise stated 'member' means a member of the Society and includes the Chairman".

**Membership**

- (i) The Society shall consist of the following office bearers/members:-

1.	Chief Minister, Haryana.	Chairman
2.	Minister Incharge, Social Welfare, Haryana.	Senior Vice-Chairman
3.	Commissioner & Secretary to Govt. Haryana, Social Welfare Department, Haryana.	Vice-Chairman



4.	Director, Social Justice & Empowerment Department, Haryana.	Member Secretary
5.	Commissioner, Rohtak Division.	Member
6.	Director, Women & Child Development Haryana, Chandigarh.	Member
7.	Director General, Health Services, Haryana.	Member
8.	Director Employment, Haryana.	Member
9.	Director, P.G.I.M.S., Rohtak.	Member
10.	Head, Department of Psychiatry.	Member
11.	Dr. B.S. Chavan, Head, Department of Psychiatry, Govt. Medical College & Hospital, Sector-32, Chandigarh.	Member
12.	Deputy Commissioner, Rohtak.	Member
13.	Honorary General Secretary Haryana State Council for Child Welfare Chandigarh.	Member

ii) In addition to the above, two representatives of the donors and two representatives of the parents of the children with special needs admitted to the institution shall be elected for a period of two years.

iii) The Society may co-opt any person as a member who has special qualifications or experience, which can be useful for the working of the institution.

#### 4. Duration of Membership

i) When a person is appointed as a member of the Society by virtue of an office or an appointment he or she holds, his or her membership of the Society will terminate when he or she ceases to hold that office or appointment.

ii) A member of the Society shall cease to be a member if he or she dies, resigns, becomes of unsound mind, becomes insolvent or is convicted of criminal offence involving moral turpitude provided further that the Society may terminate the membership by majority of the total membership of the Society in case it finds that such a member is not acting in the wider interests of the Society.

iii) A resignation of membership shall be addressed to the Vice-Chairman of the Society who shall obtain orders of the Society before it takes effect.

iv) Any vacancy in membership shall be filled up as per directions of the Society.

8. Ordinary Meetings

i) There shall be not less than two ordinary meetings of the governing body of the Society in a year and not more than six months shall elapse between any two meetings.

ii) Not less than seven day's clear notice of any ordinary meeting shall be given to the members of the Society.

iii) Six members of the governing body present shall constitute the quorum.

iv) All meetings of the governing body of Society shall be convened by the Member Secretary after obtaining written consent of the Chairman, Senior Vice Chairman or the Vice-Chairman.

v) If the Chairman of the Society is not present at any meeting of the Society, the Senior Vice-Chairman or Vice-Chairman shall preside. If they are also absent, the members present shall elect one of them to be the Chairman of the meeting.

9. Extra-ordinary Meetings.

Extra-ordinary Meetings of the governing body can be convened at any time, at three clear days' notice.

i) by the Member Secretary of the Society after obtaining the written consent of the Chairman, Senior Vice Chairman or the Vice-Chairman.

ii) At the written request to the Chairman, Senior Vice Chairman or the Vice-Chairman signed by at least six members.

10. Budget and Appropriations

i) The governing body of the Society, on each year, after including its budget estimates, donations in cash and kind, approve its budget estimates for the ensuing year on or before the 31<sup>st</sup> March preceding the next financial year. The budget estimates shall be prepared in such form as may be prescribed by the Society.

ii) Supplementary estimates of expenditure shall be submitted in such manner as the governing body of the Society may prescribe.

iii) The governing body of the Society shall be competent, by a separate resolution of the Society and for reasons to be recorded, to change appropriations for expenditure should the need arise during the course of the financial year.

iv) The Divisional Commissioner, Rohtak shall have powers to sanction expenditure subject to budget provision and the financial powers vested in a Head of Department under the Government. For petty expenditure, an imprest of Rs. 10,000/- would be placed at the disposal of the Director of the Home which would be recouped with the approval of the Divisional Commissioner, Rohtak from time to time. A quarterly statement of income and expenditure shall be submitted by the Divisional Commissioner, Rohtak to the Society through the Member Secretary and Vice-Chairman on a regular basis.

v) The governing body of the Society shall be competent to frame the financial regulations for the smooth running of the Home.

11. Creation and filling up of Posts: -

The governing body of the Society shall be competent to create and fill up the posts at the Headquarter as it deems fit for running its affairs. The qualifications, mode of recruitment and the salary for such posts shall be determined by the Society.

12. Bankers

The governing body of the Society shall maintain an account with any Public Sector Bank or with the State Co-operative Bank. All funds of the Society shall be paid into the Society's Bank Account and shall be withdrawn only under the joint signatures of any two out of the Vice-Chairman, Member Secretary, Divisional Commissioner, Rohtak or Director of the Home as the Society may authorise.

13. Accounts and Audit

The accounts of the Society shall be subject to audit and the nature of the audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed in bye-laws to be framed by the Society.

14. Remuneration to members

i) Save with the previous sanction of the Society, no remuneration shall be paid to any member of the Society on account of his/her services as such.

ii) A member of the Society, who is not an official shall be entitled to draw in respect of any journey performed for the purpose of the Society's business or of a duly constituted sub-committee thereof, such travelling and halting allowances as would be admissible in respect of such journeys to State Government Servants of Class-I of the highest grade.

15. Alteration or Expansion of the purposes of the Society

The governing body of the Society may alter, extend or abridge any purpose or purposes for which it has been established.

16. Amendment of the Rules

No amendment to these rules shall be made without the prior approval of the governing body of the Society.

17. a) Monitoring and Review Committee:-

There shall be a monitoring and review committee headed by the Vice Chairman at the state level comprising of the following: -

- |    |   |        |
|----|---|--------|
| b) | Director, Social Justice & Empowerment, Haryana | Member |
|----|---|--------|



- ii) Divisional Commissioner, Rohtak - Member Secretary
  - iii) Director of the Home - Member
  - iv) Director General Health Services - Member
  - v) Head, Deptt. of Psychiatry, PGIMS, Rohtak - Member
  - vi) One Representative each of Donors & Parents of children - Member
- b) The committee may invite any person who has special qualifications/ experience on the subject to attend its meetings as a special invitee.
- c) The monitoring and review committee shall meet atleast once every quarter. Four members present shall form the quorum.

18. a) Managing Committee:-

In order to run the day-to-day affairs of the Home, a managing committee headed by the Divisional Commissioner, Rohtak shall be constituted which shall comprise of the following: -

- i) Deputy Commissioner, Rohtak - Member
  - ii) Director of the Home - Member Secretary
  - iii) Head, Deptt. of Psychiatry, PGIMS, Rohtak - Member
  - iv) Principal of the Home - Member
  - v) District Social Welfare Officer, Rohtak - Member
  - vi) Director, Arpan Institute, Rohtak - Member
- run by Red Cross.
- b) The Managing Committee shall meet atleast once in every two months. Three members present shall form the quorum.
- c) The committee may invite any person who has special qualifications/ experience on the subject to attend its meetings as a special invitee.

19. Admissions to the Home: -

Admissions to the Home shall be made by the Director of the institute in accordance with the guidelines approved by the Department of Social Justice and Empowerment, Haryana.

20. Service conditions of the staff of the Home: -

The Managing Body of the Society shall be competent to formulate/ prescribe the service conditions for the staff to be deployed/ employed in the Home.

21. Dissolution of the Society

i) The Society shall be dissolved if a resolution to that effect is passed by a majority of not less than 3/4<sup>th</sup> of the members of the Society at a general meeting after a notice has been given to the members that such a resolution would be moved. The dissolution shall take effect from the date agreed upon at the said general meeting and, upon such dissolution, all necessary steps shall be taken for the disposal and settlement of the properties of the 'Society' its claims and liabilities according to the Bye-laws of the Society applicable thereto.

ii) If upon dissolution of the Society there should remain, after the satisfaction of its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them but shall be transferred to some other society having similar objects to be determined by the votes of not less than 3/4<sup>th</sup> of the members present and voting at the meeting referred to in the preceding clause.

Chandigarh, dated  
the 30<sup>th</sup> May, 2007

ANURADHA GUPTA  
Commissioner and Secretary to Govt. Haryana,  
Social Welfare Department.


Endst.No.

982 -SW(4)/2007

Chandigarh, dated the 5-6-2007.

A copy is forwarded for information and action where necessary to the:-

1. P.S. O.S.D-I.C.M. for kind information of the Hon'ble Chief Minister, Haryana.
2. P.S.S.W.M. for kind information of the Hon'ble Social Welfare Minister, Haryana.
3. P.S.C.S.W for kind information of the Commissioner and Secretary to Govt. Haryana, Social Welfare Department.
4. Director, Social Justice and Empowerment Department Haryana, Chandigarh.
5. Commissioner, Rohtak Division, Rohtak.
6. Director, Women and Child Development Haryana, Chandigarh.
7. Director General, Health Services Haryana, Panchkula.
8. Director, Employment Department Haryana, Chandigarh.
9. Director, P.G.I.M.S., Rohtak.
10. Head, Department of Psychiatry, P.G.I.M.S., Rohtak.
11. Dr. B.S. Chavan, Head, Department of Psychiatry, Govt. Medical College and Hospital, Sector-32, Chandigarh.
12. Deputy Commissioner, Rohtak.
13. Honorary General Secretary, Haryana State Council for Child Welfare, Chandigarh.
14. Distt. Social Welfare Officer, Rohtak.
15. Director, Arpan Institute for Mentally Retarded Children, Rohtak.
16. Director, State Level Home for Children with Special Needs, Rohtak.
17. Principal, State Level Home for Children with Special Needs, Rohtak.
18. Accountant General (A&E) Haryana, Chandigarh.
19. Accountant General (Audit) Haryana, Chandigarh.



Special Secretary

for Commissioner and Secretary to Govt. Haryana,  
Social Welfare Department.

Endst.No

982 - SW(4)-2007 /

Chandigarh, dated the 5-6-2007

A copy is forwarded to the Controller, Printing and Stationery Department Haryana, Chandigarh for publishing the Notification in the Haryana Government Gazette Part-I and five hundred spare copies of the Notification may please be supplied to the undersigned at the earliest.

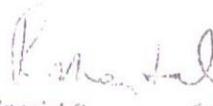


Special Secretary

for Commissioner and Secretary to Govt. Haryana,  
Social Welfare Department.

- 13 -

A copy is forwarded to the Financial Commissioner and Principal Secretary to Govt. Haryana, Finance Department (FG-II Branch) for information and action with reference to their U.O. No. 2/2/2007-3FG-II(447), dated 7.



Special Secretary  
for Commissioner and Secretary to Govt. Haryana,  
Social Welfare Department. 2/10/07

The Financial Commissioner and Principal Secretary  
to Govt. Haryana, Finance Department  
(FG-II Branch).

982 -SW(4)-2007/

Chandigarh, dated the 5-6-2007



प्रेषण

निदेशक,  
सामाजिक न्याय एवं अधिकारिता विभाग,  
हरियाणा, चण्डीगढ़ ।

सेवा में

1. आयुक्त, रोहतक मण्डल, रोहतक ।
2. निदेशक, महिला एवं बाल विकास विभाग हरियाणा, चण्डीगढ़ ।
3. महानिदेशक, स्वास्थ्य सेवाएँ हरियाणा, पंचकुला ।
4. निदेशक, रोजगार विभाग हरियाणा, चण्डीगढ़ ।
5. निदेशक, पी.जी.आई.एम.एस., रोहतक ।
6. विभागाध्यक्ष, मनोरोग विभाग, पी.जी.आई.एम.एस., रोहतक ।
7. डा० बी.एस.चवन विभागाध्यक्ष, मनोरोग विभाग,  
राजकीय मेडिकल कालेज व हस्पताल, सैक्टर-32, चण्डीगढ़ ।
8. उपायुक्त, रोहतक ।
9. अवैतनिक सामान्य सचिव,  
हरियाणा राज्य बाल कल्याण परिषद, चण्डीगढ़ ।

क्रमांक 10/9/2007 / एच-7 / वि०क० / एस०जे०ई० / 07  
चण्डीगढ़, दिनांक 10/9/2007

विषय:- वैलफेयर सोसायटी फॉर दी होम फॉर परसन्स विद स्पैशल नीड्स, रोहतक की गवर्निंग बॉडी की दिनांक 10-9-2007 को आयोजित हुई बैठक के कार्यवृत्त ।

उपरोक्त विषय पर ।

2- जैसाकि आपको ज्ञात ही है कि वैलफेयर सोसायटी फॉर दी होम फॉर परसन्स विद स्पैशल नीड्स, रोहतक की गवर्निंग बॉडी की बैठक दिनांक 10-9-2007 को दोपहर पूर्व 11.30 बजे माननीया समाज कल्याण मन्त्री महोदया हरियाणा की अध्यक्षता में उनके कार्यालय कक्ष नं०-43 ए, आठवीं मंजिल, हरियाणा सिविल सचिवालय, चण्डीगढ़ में आयोजित की गई थी । इस बैठक के कार्यवृत्तों की एक-एक प्रति आपको अग्रिम कार्यवाही हेतु संलग्न की जाती है ।

संलग्न-पृष्ठ: 1-6

*Handwritten signature*  
उप-निदेशक(वि०क०)

कृते: निदेशक, सामाजिक न्याय एवं अधिकारिता विभाग,  
हरियाणा, चण्डीगढ़ ।

पू० क्रमांक

/ एच-7 / वि०क० / एस०जे०ई० / 2007, दिनांक

इसकी एक-एक प्रति बैठक के कार्यवृत्तों की प्रति सहित निम्नलिखित को प्रेषित की जाती है :-

1. सीनियर सैक्रेटरी/एस.डब्ल्यू.एम., समाज कल्याण मन्त्री महोदया के सूचनार्थ ।
2. पी.एस./एफ.सी.एस.डब्ल्यू., नितायुक्त एवं प्रधान सचिव महोदया, हरियाणा सरकार, सामाजिक न्याय एवं अधिकारिता विभाग के सूचनार्थ ।

संलग्न-पृष्ठ: 1-6

उप-निदेशक(वि०क०)

कृते: निदेशक, सामाजिक न्याय एवं अधिकारिता विभाग,  
हरियाणा, चण्डीगढ़ ।

Minutes of the meeting of the Governing Body of the Welfare Society for the Home for Persons with Special Needs, Rohtak held on 10.9.07 at 11.30 A.M. under the Chairmanship of Smt. Kartar Devi, Minister incharge Social Justice & Empowerment Department, Haryana-cum- Chairman of the Society in her office, Haryana Civil Secretariat, Chandigarh.

The list of the participants is given in the Annexure.

As the quorum was complete, the meeting was validly constituted. The

Agenda Items were discussed and decisions taken as under:-

**Agenda Item No.1**

- i) **To consider creation and filling up of posts for the Home for Persons with Special Needs, Rohtak.**

Director Social Justice & Empowerment Haryana-cum- Member Secretary informed the members of the Governing Body that the Welfare Society for the Home for Persons with Special Needs, Rohtak had been got registered on 3.8.07 with the District Registrar Firms & Societies, Rohtak. He further informed that 3 group A, 3 Group-B, 47 Group C and 21 Group D posts had been created for the Home with the approval of the Finance Deptt. alongwith pay scales of these posts. The approval of the Finance Deptt. was obtained as originally it was proposed to run this Home as a Govt. institute. However, Finance Deptt. had advised that this Home should be run through a Society with the grant in aid from the Govt. It was resolved that the creation and filling up of the above mentioned group A, B, C & D posts be and is hereby approved.

- ii) **Posts for the Headquarters**

Member Secretary explained that in order to deal with the matters pertaining to the Home at the State headquarters one post of Assistant and one post of Data Entry Operator was urgently required. After detailed deliberations it was resolved that one post of Data Entry Operator in the pay scale of Rs. 3050--590 be created and the salary of this post would be drawn from the Home.

**Agenda Item No.2**

- To consider the latest position regarding recruitment of Group A, B, C, & D Posts.

Member Secretary submitted that after the approval of the Govt. selection for Group A & B posts was made by a Selection Committee headed by the Commissioner & Secretary to Govt. Haryana, Social Justice & Empowerment

Deptt.. The Selection Committee had recommended Sh Surender Pal Singh against the post of Director, Sh. Mukesh Kumar against the post of Clinical Psychologist and Sh. Ajit Kumar against the post of Play Therapist. Member Secretary further pointed out that no candidate was found suitable for the post of Principal and Administrative Officer and the Selection Committee had recommended that the post of Principal may be re-advertised and the post of Administrative Officer may be filled up by deputation or through re-employment of a retiree. No application was received against the post of Psychiatrist. After detailed deliberations the Governing Body accepted the above mentioned recommendations of the Selection Committee. It was decided that the appointment letters to all these three candidates be issued immediately. It was further resolved that the posts of Principal, Psychiatrist and Administrative Officer may be re-advertised expeditiously.

Deputy Commissioner, Rohtak apprised the Governing Body about the latest position regarding filling up Group C & D posts. He pointed out that the interviews for these posts would be held shortly after getting the date from the Divisional Commissioner, Rohtak, the Chairman of the Selection Committee for Group C and D posts. He further suggested that since there were more than 2200 applications for 21 Group D posts, therefore, the Divisional Commissioner, Rohtak or the Deputy Commissioner, Rohtak would not have sufficient time for holding interviews for Group D posts. He suggested that for Group D posts, a Selection Committee headed by an HCS Officer with District Social Welfare Officer and District Welfare Officer as members may be constituted to expedite the interviews. After detailed deliberations the Governing Body observed that Divisional Commissioner, Rohtak should expedite the Selection for Group C posts and a Committee comprising of the following be constituted for selection of Group D posts.

- i) Deputy Commissioner Rohtak or his nominee not below the rank of HCS officer - Chairman
- ii) District Social Welfare Officer, Rohtak - Member
- iii) District Welfare Officer, Rohtak. - Member



## Item No 3

Consider the service conditions for the essential staff to be appointed in the Home for Persons with Special Needs, Rohtak.

Member Secretary informed the Governing Body that though the posts of all the posts had been approved by the Finance Deptt. but certain decisions needed decision by the Governing Body. "As per bye-law No. 20 of the bye-laws of the Society, the Governing Body shall be competent to formulate/prescribe the service conditions for the staff to be deployed/employed in the Home and also at the headquarters." It was resolved to approve the following service conditions :-

DA merger	50% DA will be merged with basic pay.
Earnings Allowance	DA will be paid at the rate equivalent to Haryana Govt. employees
CA	-do-
IRA	-do-
Fixed Medical Allowance	Rs. 250 per month for out door treatment.

**g) Medical Reimbursement**

Medical reimbursement would be permissible to the employees of the Home for indoor treatment.

**h) Mediclaim Policy.**

Every employee of the Home will be required to subscribe to a Mediclaim policy for which premium will be payable by the employee concerned.

**i) Pension**

The jobs of the employees of the Home will not be pensionable. However, the Home will contribute its share towards Employees Provident Fund (EPF).

**Casual Leave**

Employees of the Home will be entitled to Casual Leave as under:-

Length of service	Male Employees	Female Employees
upto 10 Years	10	15
after 10 Years	15	20