

# MEAI Senior Citizens' Welfare Scheme

**VISION STATEMENT – TO ASSIST  
SENIOR MINING PROFESSIONALS TO  
LEAD DECENT & HONOURABLE  
LIVES IN THEIR TWILIGHT YEARS.**

## FIRST COMMITTEE MEMBERS

**Shri Sanjay K Pattnaik**  
MEAI Past President  
Chairman

**Shri Arun Kumar Kothari**  
MEAI Past President  
Advisor

**Shri K. Madhusudhana**  
MEAI President  
Vice Chairman

**Shri M. Narsaiah**  
MEAI Secretary General  
Secretary

**Shri B.S.P.Raju**  
MEAI Joint Secretary-cum-Treasurer  
Treasurer

## **MEMBERS**

Shri V.S.Rao

Shri T.Victor

Prof. B.B.Dhar

Dr.D.B.Sundar Raman

Shri A.K.Garg

Shri T.N.Gunaseelan

Shri T.V.Chowdary

Shri B.R.V.Susheel Kumar

Dr.T.N.Venugopal

Shri M.L.Gupta

Shri Hymakar Reddy

Shri Vijay Singh A.R

# **MEAI Senior Citizens' Welfare Scheme**

## **Preamble**

“Mining Engineers’ Association of India (MEAI)” is a society established under the Societies Registration Act, 1860 and is functioning since 1957, inter-alia achieving the following objects:

- To protect the interests of mining engineers, geologists and allied professionals connected with mining and mineral industries in India and to improve their social and intellectual position / status in their profession.
- To raise and collect funds for general purposes or any specified objectives and to invest and disburse the same in a manner conducive to the attainment of objectives referred to in the objects of the Association or for which the fund was specially created.
- To accept any request, gift, donation, endowment or subscription or to accumulate and provide any fund or endowment to invest the same and apply the income arising there from or to resort to the capital thereof for any of the objectives of the Association.

The constitution of MEAI has given powers to the Council of MEAI to decide on any matter towards furtherance of above objects of MEAI in Rule 7 of the Rules & Regulations of the Constitution. The council of MEAI could take decision on any matter in line with the powers granted to them to operationalize the functioning of MEAI.

Lately it is observed that due to change in the regulatory environment in India and spate of apex court judgements lots of mining professionals have lost jobs and are not in a position to look for any other avenues to make ends meet and more so in their twilight years after reaching +60 years of age. Certain senior mining professionals have been put to lot of hardship and are living in penury with no support from family, friends and others.

The president of MEAI for the term 2019 – ‘21 is desirous of having a scheme to assist the mining professionals who are members of MEAI and aged above 65 years and are in genuine need of financial assistance to lead a respectful life in their twilight years without becoming a burden to the society. Hence the Scheme is formulated to help the needy mining professionals and also not to deviate from the set objects of MEAI.

## **1. Scheme**

The scheme shall be called “**MEAI Senior Citizens’ Welfare Scheme**” which shall be administered by the incumbent President of MEAI along with a committee of MEAI members co-opted by the President specifically for the purpose.

“**MEAI Senior Citizens’ Welfare Scheme**” shall here-in-after be referred to as “**Scheme**” and “**MEAI Senior Citizens’ Welfare Scheme Committee**” shall here-in-after be referred as “**Committee**”.

## **2. Specific purpose of the Scheme**

- (1) To extend financial support to senior MEAI Life members / Fellow members / Honorary members.
- (2) To support the dependent family members of MEAI Life members / Fellow members / Honorary members in case of sudden death or accidents involving permanent, total, temporary, partial disablement and prolonged sickness and chronic diseases.
- (3) To accept any gift or donation in cash or kind from willing donors towards achieving the specific purpose.
- (4) To pay out of accumulated fund and assets of the Scheme all costs, charges and expenses incidental towards management and conduct of activities of the Scheme.

### 3. Definitions

- (a) **Annual General Meetings** means annual general meetings held once a year by MEAI.
- (b) **Chapters** mean chapters of MEAI that are operating in various parts of India and designated as such by MEAI.
- (c) **Constitution** means constitution of MEAI comprising objects, Rules & Regulations of MEAI (as amended from time to time).
- (d) **Extraordinary General Meetings** mean general meetings held other than Annual General Meetings by MEAI.
- (e) **Head quarter** means the head quarter of MEAI at Hyderabad.
- (f) **Life Member / Fellow Member / Honorary Member** means MEAI Life or Fellow or Honorary Members as per the Constitution of MEAI.
- (g) **MEAI** – means Mining Engineers' Association of India, a duly registered society under the Societies Registration Act, 1860 and having its headquarters at Hyderabad.
- (h) **National Council / Council** means the national council comprising elected, nominated & co-opted members of national council of MEAI.
- (i) **Immediate Past President** means the President of MEAI who made way for the incumbent president who was elected or nominated by MEAI as per its constitution and shall be the Advisor of the Scheme.
- (j) **Office bearers of the Scheme** shall mean MEAI President, MEAI Immediate Past President, MEAI Vice President – I, MEAI Joint Secretary-cum-Treasurer & MEAI Secretary General.
- (k) **President** means the President of MEAI as elected or nominated by MEAI as per its constitution and shall be the Chairman of the Scheme.
- (l) **Secretary General** means the 'Secretary General' of MEAI to carry out the duties as per the constitution of MEAI and shall be the Secretary or Convenor or Principal Officer or Nodal Officer of the Scheme.
- (m) **Treasurer** means the Joint Secretary-cum-Treasurer of MEAI as elected or nominated by MEAI and shall be the Treasurer of the Scheme.
- (n) **Vice President-I** means the Vice President-I of MEAI who was elected or nominated by MEAI as per its constitution and shall be the Vice Chairman of the Scheme.
- (o) **Year** means a period of twelve calendar months beginning from 1st of April and ending on 31st March of following year.

### 4. Eligibility

MEAI Life members / Fellow members / Honorary members who are of the age of above 65 years and not in active employment / service and are living in total neglect and in penury are eligible to opt for the Scheme. The beneficiaries of the 'Scheme' should have been Life members / Fellow members / Honorary members for a minimum period of 10 (ten years) to

become eligible for the 'Scheme'. The President & the Committee shall from time to time may modify the eligibility criteria depending on the situation prevailing at a given time.

#### **5. MEAI Senior Citizens' Welfare Scheme Committee**

(a) The 'Scheme' shall be headed by the President and hence the incumbent President shall always be the Chairman of the MEAI Senior Citizens' Welfare Scheme Committee ("Committee).

(b) The Committee shall comprise the Office bearers and co-opted members. The President shall co-opt minimum 9 members & maximum of 15 members (excluding MEAI Immediate Past President, MEAI President, MEAI Vice-President I, MEAI Joint Secretary-cum-Treasurer & MEAI Secretary General) in the manner as he may decide, subject to the following criteria:

- Immediate Past President of MEAI to act as an advisor to draw upon his experience. MEAI Vice President – I, shall be the Vice Chairman of the Committee to have continuity in the running of the Scheme
- MEAI Joint Secretary-cum-Treasurer shall be the Treasurer of the Scheme
- MEAI Secretary General shall be the Secretary or Nodal Officer or Principal Officer or Convenor of the Scheme.
- Three (3) members from the National Council of the MEAI giving area representation.
- Three (3) senior & reputed & well know Members of MEAI who have worked in senior positions in the Govt. (State or Central or Public Sector Undertaking) &/or having at least 20 years of experience in the industry / profession.
- Two young MEAI Life / Hon members under the age of 50 years.
- Any other members as decided by the President subject to capping of six (6) numbers.

(c) Other than the President, Immediate Past President, Vice President – I, Joint Secretary-cum-Treasurer & Secretary General, the nominated MEAI members shall be called as 'Committee' members to have appropriate designations in the Scheme.

(d) The above MEAI members as nominated by the President shall form the MEAI Senior Citizens' Welfare Scheme Committee along with the President, Immediate Past President, Vice President – I, MEAI Joint Secretary-cum-Treasurer & Secretary General.

(e) If need be, the President could invite any other MEAI member / non-member to seek their expertise and assistance to the 'Committee'. Such invitees could be considered as "Special Invitees" to the MEAI Senior Citizens' Welfare Scheme Committee. Such special invitees shall not have any casting vote and their advice / opinions shall be considered at the discretion of the Committee. They shall not be considered for the purpose of quorum of the Committee meeting.

(f) The Committee shall essentially comprise MEAI Life / Hon. / Fellow Members. Non members could be considered as special invitees to the Committee meetings.

(g) The MEAI Senior Citizens' Welfare Committee shall participate in the meeting without expecting anything in return and being part of the said committee is voluntary in nature without force or pressure on the members opting to be part of the committee.

(h) In case of resignation/death of Committee members other than the MEAI President or MEAI Immediate Past President or MEAI Vice President I or MEAI Joint Secretary-cum-Treasurer or MEAI Secretary General, the MEAI President shall co-opt any other MEAI member fulfilling the above criteria and to be in harmony on the basis on which such committee member was co-opted as part of the Committee.

(i) MEAI Secretary General shall be the Convenor or Secretary or Nodal Officer or Principal Officer of the Scheme.

## **6. Administration of the Scheme**

(a) The scheme shall be administered by the Office bearers of the Scheme and committee co-opted by the MEAI President to select the eligible beneficiaries of the Scheme.

(b) The MEAI Senior Citizens' Welfare Committee shall meet at the venues where the national council of MEAI meets for its meeting once or more in a quarter (three months) and generally the Committee meeting shall be held immediately before or after conclusion of MEAI council meeting. All decisions of the Committee shall be put up for ratification before the MEAI National Council and the decision of the Council shall be final, since MEAI National Council is the apex decision making body of MEAI.

(c) The Scheme could take assistance of certain professionals viz., Mining Engineers, Geologists, Ore dressing engineers, Chartered Accountants, Lawyers, etc. for efficient managing of activities of the Scheme. However all expenses in connection with the same shall be borne by MEAI headquarters.

## **7. Funds**

(a) The scheme shall operate purely on donations received voluntarily from MEAI members and others. No fixed contribution need to be collected from any member of MEAI or others. Willing donors shall do so without expecting anything in return. Never-the-less the donors shall be eligible to receive income tax rebate under section 80G of the Income tax Act, 1961 on the basis of donation receipts given out by MEAI.

(b) MEAI shall open a separate bank account in a nationalised bank to receive voluntary contributions / donations from willing MEAI donor members or others. No funds of MEAI shall be ploughed to the Scheme. The scheme shall operate on self-sustaining basis from donations / voluntary contributions and interest & other investment income, if any, earned on such donations / voluntary contributions.

(c) Since these are donations / voluntary contributions made by willing donors a separate fund account shall be maintained by MEAI HQ. All receipts and payments shall be deposited or withdrawn from the said fund only.

(d) At the discretion of the MEAI Senior Citizens' Welfare Committee and/or of the National Council of MEAI a separate audit shall be carried out by the external / statutory auditor of

MEAI of the activities & financial transactions of the 'Scheme' in line with the audit carried out at MEAI by an external or third party auditor. The audited accounts of the Scheme shall be presented to the members in the MEAI AGM conducted every year.

(e) All transactions from the fund shall be carried out through banking channels only, except for sundry expenses where it is inevitable to incur expenses in cash.

(f) The bank account of the 'Scheme' shall be jointly operated by the President or the Secretary General along with Joint Secretary-cum-Treasurer of MEAI, for deposits and withdrawals/transfers, etc., since they are the Chairman, Secretary and Treasurer of the 'Scheme', including creating fixed deposits, other investments etc. The investments shall be in line with the practices followed by MEAI, since MEAI enjoys income tax exemption under the Income tax Act, 1961.

## **8. Meetings & Quorum**

(a) The meetings of the MEAI Senior Citizens' Welfare Committee shall be held for a minimum number of four (4) times in a year. The meetings shall preferably be held in conjunction with the MEAI National Council Meeting and at the venues identified for the said MEAI National Council Meetings. The Committee can meet any number of times as the situation demands and as decided by the MEAI President &/or by the majority of Committee members. In case of Committee members (excluding the MEAI President, MEAI Vice-President-I, MEAI Joint Secretary-cum-Treasurer & MEAI Secretary General) at least four (4) should jointly requisition to the MEAI President to hold Committee meetings, and such requisition to be made at-least twenty one (21) days prior to the proposed date of Committee Meetings. Such requisitioning Committee members could decide on the venue for such Committee Meetings, else the MEAI President in consultation with the MEAI Secretary General and other Officer bearers and other Committee Members shall decide on the venue of such meetings. If the circumstances demands, the MEAI President may not accept such requisition and may not give assent to hold such meetings with reasons thereof, and such decision shall be binding on all the Committee members.

(b) The meetings of the Committee shall be held in the physical presence of members at the chosen venue. However in future the members can opt for having meetings via Video Conferencing or any other electronic means due to technological advancements, in case if MEAI decides to have its National Council Meetings through Video Conferencing or other electronic means or facility. The Committee may choose to use the facility used by MEAI in such a scenario.

(c) The Notice of Committee shall follow the same format as that of MEAI National Council Meetings including the time period to serve notice on the Committee members, Mode of delivery, agenda, time lines, etc.

(d) In the absence of Chairman i.e. MEAI President, the Vice Chairman i.e. MEAI Vice-President – I shall chair the Committee meetings. In the absence of both, for any reason, the Committee members and other office bearers present shall decide to have a senior Committee member to act as the chairman of that meeting and such a person, so opted as Chairman, shall exercise all powers or privileges of Chairman of the Scheme, for the purpose of conduct of meeting.

(e) At the meeting each Committee member shall have one vote including office bearers. All the decisions of the Committee in its meetings shall be on the basis of simple majority of votes i.e. those present and voting in favour of an issue or proposal or question is more than those present and voting not in favour. In case of tie, the Chairman of the meeting shall have an additional casting vote. For the purpose of voting on an issue / proposal / question the voting by the special invitees shall not be reckoned by the Committee.

(f) Quorum of Committee Meetings – Minimum **four (4)** Committee members in person attending the meeting, excluding the MEAI President, MEAI **Immediate Past President**, MEAI **Vice President – I**, MEAI Joint Secretary-cum-Treasurer & MEAI Secretary General, shall form the quorum to conduct meetings of the Committee. In case, in future if the Committee opts to have meetings by way of Video Conferencing or any other electronic means, even then the quorum shall be maintained as indicated here. For the purpose of quorum the attendance of special invitees shall not be considered.

(g) In case of no quorum then the Committee meeting stands adjourned for the next three (3) hours and shall resume thereafter with the number of members present in person &/or available for Video conferencing or on any other electronic means/facility.

(h) The Committee shall follow all the norms of MEAI National Council Meetings qua minimum number of meetings to be attended by the Committee members, disqualifications, resignation, recording of attendances, proxies, voting on issues/activities/questions, circular resolutions, recording of minutes, leave of absence by Committee members, etc.

(i) The Committee members shall not be eligible for re-imburement of expenditure viz., travelling, boarding & lodging, local conveyance, etc. out of funds of the Scheme. However the chapters to which the members belong or head-quarters could make arrangements for travel, boarding & lodging, local conveyance, etc. or the host chapter of Committee Meetings &/or National Council Meetings could make arrangements for the same. No monies shall be spent on travel, food, accommodation, local conveyance, etc. of Committee members from the fund forming part of the “Scheme”.

(j) The services rendered by the Committee are gratis in nature, since the Committee members acknowledge it is for a noble cause and for achieving the objects of MEAI.

## **9. Screening of eligible beneficiaries of the Scheme**

(a) The “MEAI Senior Citizens’ Welfare Scheme” Committee shall formulate broad guidelines inter-alia covering the following parameters

- i. Name of the needy person.
- ii. Age & date of birth.
- iii. Educational and professional qualifications.
- iv. Employment status.
- v. Dependent family members, if any.
- vi. Experience in mining industry and others.
- vii. Source of income, if any.

- viii. MEAI Membership status & no. of years as a member of MEAI.
- ix. Extant conditions / situations.
- x. Reasons warranted to become eligible to the Scheme.
- xi. Recommendations by minimum 2 council members / ex-officio members.
- xii. Need for monetary help.
- xiii. Type of diseases to be covered, accident cases, disability reliefs, etc.
- xiv. Others.

(b) In order to give wide publicity, Scheme will be published in MEJ so that eligible members can apply for financial assistance through MEAI chapter to HQ. The Chapter Chairmen or Chapter Secretaries to collect the information and submit the same to the MEAI Secretary General at HQ for further scrutiny or consideration. The Secretary General / MEAI HQ shall collate all such requests and inform the Committee for the needful decision to be taken in the ensuing Committee meetings.

(c) The needy MEAI senior citizen (above 65 years) members eligible under the Scheme may apply to the President or Secretary General in a format made available by the Secretary General giving all the requisite details and route the application through the jurisdictional chapter.

(d) The needy MEAI senior citizen (above 65 years) members eligible to come under the Scheme shall be citizen of India and ought to be a resident in India.

(e) Alternatively any member of MEAI shall refer a case to MEAI head-quarters through the jurisdictional MEAI chapter Chairman or Secretary and the Secretary General to analyse the case and complete the application formalities and present the same before the Committee for a decision.

(f) Depending on the facts of the case the Committee shall decide on the quantum of aid or amount to be disbursed to the needy eligible MEAI applicant or to an applicant referred by any MEAI member through the chapters. However the maximum aid to a needy person shall not exceed Rs. 2.00 Lakhs (Rupees two lakhs only) in a year.

(g) The disbursement shall essentially be through banking channels (Cheques / DDs / e-transfer), no cash shall ever be disbursed to the needy eligible MEAI applicant or to an eligible applicant referred by any MEAI member through the chapters.

(h) If need be, the Committee may request the nearest MEAI chapter office bearers to visit the needy eligible Scheme applicant and verify the details presented in the application for aid. The Chapter office bearers to submit a report to the Committee within a period of seven (7) days on such reference duly verified by the chapter Chairman/Secretary.

(i) The Committee shall endeavour to take up the requisition from the needy eligible applicants and dispose it off within a maximum period of three (3) months. In rare cases of emergencies (fatal accidents / near death matters, etc.) the MEAI President to take consent of at-least four (4) Committee members, excluding MEAI President, MEAI Immediate Past President, MEAI Vice President – I, MEAI Joint Secretary-cum-Treasurer & MEAI Secretary General, in writing or through email or any other electronic mechanism and shall disburse



the amount as analysed and decided by them. However the said emergency disbursements should be placed before the Committee members in the immediately next Committee meeting for ratification.

(j) Financial aid to the needy MEAI senior citizen (above 65 years) members eligible to come under the Scheme shall be disbursed in Indian Currency only. Non-financial aids, if any, shall also be despatched to the address mentioned in India and never to be sent abroad.

(k) The Committee to strive to disburse the aid in kind (other than cash) where possible for reduction in possible misuse of monies doled out under the Scheme. For example, if an eligible member is in need of medical aid due to chronic disease then the funds should be directly deposited into the account of the hospital with an intimation to the eligible Scheme applicant/beneficiary concerned.

(l) The MEAI President and the Committee's decision shall be final for choosing the eligible beneficiaries and the quantum of financial or non-financial assistance to be given to eligible beneficiaries. In case of more number of eligible beneficiaries, depending on the fund status, the Committee shall decide on the number of beneficiaries and the quantum of monies to be distributed to such needy beneficiaries. In case of any tie in taking a decision on the number of beneficiaries and quantum in the Committee meetings, the MEAI President shall have a final say by way of casting an additional vote in the matter and his decision shall be final.

(m) In case of fraud or irregularities noticed eventually after disbursement of aid (financial or non-financial) to the eligible needy applicant, then the Committee to stop additional aid to be disbursed, if any, and shall blacklist such members and never to be considered for any aid (financial or non-financial) in future along with blacklisting of recommending witnesses to the Scheme applicant & the MEAI Chapter Chairman or Secretary, if any.

(n) The MEAI Secretary General and the MEAI Joint Secretary-cum-Treasurer jointly and severally be responsible to maintain records of minutes of meetings of the Committee, list of applications received, list of donors, list of eligible & needy MEAI members or applicants who have received aid (in monetary or non-monetary form), bills, vouchers, bank account records, books of accounts, etc. at the headquarters of MEAI. Such information shall be open for inspection by any committee member or any MEAI member with previous intimation to the Secretary General in writing.

#### **10. Change of guard**

In case of change in MEAI office bearers viz., the President, Secretary General and other committee members, the incumbent office bearers shall handover the baton to the incoming President or Secretary General and other committee members. The term of the Committee shall be for two (2) years in line with the term of office bearers of MEAI. However the first or current committee shall be for a period of one (1) year to coincide with the term of the incumbent office bearers of MEAI.

#### **11. Annual Report**

The activities of the "Scheme" shall form part of MEAI Annual Report. The MEAI President & the MEAI Secretary General shall have the onus of preparing a report card on all the

activities of the Scheme, including the financials, and inform all MEAI members in the AGM/EGM conducted by MEAI every year.

## **12. Roles and responsibilities of Secretary& Treasurer**

(a) The Secretary to the Scheme shall:

- i. Act as a principal office or nodal officer of the Scheme.
- ii. Sign all notices, papers, letters and other correspondences of the Scheme.
- iii. Carry out all administrative works of the Scheme under the supervision of the MEAI President & Committee.
- iv. Prepare minutes of all committee meetings and record the same in a bound register.
- v. Prepare and keep various registers concerning activities of the Scheme viz., list of donors, list of applications received, list of eligible donees, amount disbursed, decisions taken in the committee meetings, etc.
- vi. Have charge of all properties of the Scheme including the bank accounts, deposits, investments, etc.
- vii. Dutifully engage person working under him to carry out administrative and other works of the Scheme.
- viii. Comply with applicable statutes.

**(b) The Treasurer of the Scheme shall be responsible for –**

- i. Act as custodian of all funds, properties, assets, etc. received by the Scheme.
- ii. Maintain separate books of accounts of the Scheme and to get them audited, if need be.
- iii. Have charge of all properties of the Scheme including the bank accounts, deposits, investments, etc.
- iv. Comply with applicable statutes.

## **13. Other Vital points**

- (i) The Committee shall make changes to the agreed upon byelaws to meet the exigencies arising at a particular point in time and changes made, if any, shall be ratified by the National Council of MEAI.
- (ii) In case of unmanageable issues arising in operating and managing the Scheme, then the MEAI President shall take a decision on continuation of the Scheme or otherwise and the balance amount in the fund (after recouping on FIFO basis) shall be transferred to MEAI with permission from the remaining donors, since the donors would have given the said funds to further the cause and welfare of MEAI Senior Citizens.
- (iii) The Committee members shall not be entitled for any remuneration for being part of the committee, except for re-imburement of expenses for the furtherance of the said Scheme from the chapters or head-quarters from their funds.

- (iv) The chapters of MEAI shall have no role to play except for identifying the needy person and recommending the name of such persons with full details to the Committee or MEAI HQ and raising of funds for the purpose of the Scheme.
- (v) The Committee for the purpose of identification of needy senior citizens could take help of any person / agency to further the cause of the Scheme and with the consent of all the Committee members shall incur any relevant expense towards the same.
- (vi) If the activities of the Scheme increases manifold then the Committee could look at options of hiring staff at a reasonable remuneration as decided by the Committee members.
- (vii) No Committee member along with the office bearers& special invitees shall be accountable and be held personally liable in respect of any loss or damage caused through any act, matter or thing done, being done in good faith for the benefit of needy eligible MEAI senior citizen (above 65 years of age) member applicants in access of legal powers or incurred through any omission, error of judgement or oversight on his part.
- (viii) For words and clauses not defined in the Scheme, then the meaning attributed to it in the MEAI constitution shall be adhered to and followed.
- (ix) For actions or issues not dealt in the Scheme, then the clauses or provisions of MEAI constitution shall be referred and adhered to.
- (x) For disputes or resolutions, MEAI National Council shall be supreme authority.
- (xi) No disputes about the decisions of the Committee &/or MEAI National Council in respect of the Scheme shall be taken to any court of law &/or arbitration proceedings.

#### **14. Implementation of the MEAI Senior Citizens' Welfare Scheme**

The national council of MEAI is the apex decision making body of MEAI and the bye-laws of the 'Scheme' shall be discussed in the ensuing National Council Meeting of MEAI and if approved by the National Council, then it shall be implemented from a date that shall be decided by the President of MEAI.

**A N N E X U R E**  
**CLAIM FORM BY ELIGIBLE MEAI MEMBERS**

1. Name of the MEAI Member eligible :  
for claim & Membership Number
2. Address :
3. Name, designation, membership no. :  
and address of MEAI member  
recommending for claim
4. Nature of claim (mention accidents, :  
sickness, disease, etc.)
5. Reasons for circumstances giving rise :  
for claim
6. Expected benefit  
a) Monetary terms :  
b) Non-monetary terms :
7. Documentary evidences, if any. :
8. Justification for the expected benefit :
9. Total expected monetary amount :  
involved / amount already incurred or  
spent
10. Support expected from family  
members, friends, associates,  
insurance, etc.
11. To whom the money to be sent and :  
their bank account details
12. Signature of the claimant / applicant : \_\_\_\_\_
13. Undertaking by the applicant : I Shri. \_\_\_\_\_, the applicant

hereby state and undertake that what is stated above is true & correct and the aid (financial or non-financial) received from MEAI under the “**MEAI Senior Citizens’ Welfare Scheme**” shall be utilised for the purpose for what it is meant for. In case of non-utilisation of the aid for the designated purpose, then I shall refund or return the aid to MEAI. I shall also abide by the Scheme terms and conditions under which I am eligible to receive financial / non-financial aid.

Signature \_\_\_\_\_

14. Witness (preferably MEAI member) : Name :  
Name & Signature

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

15. Date of receipt of claim by the :  
Secretary

16. Decision of the Committee with :  
reasons, if any.

17. Signature of Chairman with date : \_\_\_\_\_

18. Signature of Secretary with date : \_\_\_\_\_

19. Financial aid / amount disbursed :

20. Non-monetary aid sent with details :

21. Remarks :

22. Signature of Secretary with date : \_\_\_\_\_