

**A TENTATIVE SCHEME FOR CREATION OF "FAREWELL PARTY FUND"  
AND ARRANGING FAREWELL PARTIES TO THE RETIREES**

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**Preamble**

Hosting/giving farewell parties to the fellow colleagues, friends, neighbours, relatives, etc. have been in existence right from the time immemorial. The specific aim for arranging a farewell party is to honour his/her services, bestow affection on him/her, feeling remorse over his/her separation from day-to-day activities, etc.

**Scope**

The scope for arranging farewell parties in CFTRI should only be restricted to the retired employees after superannuation, as this involves financial implications on the employees, and drudgery of large scale arrangement of farewell parties involving all the staff members of the Institute. Hence, farewell parties to all the superannuated staff members should be given on a uniform basis, irrespective of caste, creed, sex and status.

**Salient Points to be considered for giving Farewell Parties -  
Modalities and Procedure**

1. A common fund in the name of "Farewell Party Fund" to be created. Monthly subscription from all the employees to be deducted at source. The minimum subscription may be of the following order :

- |                            |   |               |
|----------------------------|---|---------------|
| i) For Group-D employees   | - | Rs.2.00/month |
| ii) For Group-C employees  | - | Rs.3.00/month |
| iii) For Group-B employees | - | Rs.4.00/month |
| iv) For Group-A employees  | - | Rs.5.00/month |

A TENTATIVE SCHEME FOR CREATION OF "FAREWELL PARTY FUND"

- 2. The responsibility of arranging farewell parties may be vested on the Department in which the retiree was last working.
- 3. The farewell party so arranged shall be supervised by a committee constituted for the purpose. The committee members shall be nominated by the Director, and one representative each from Union and SWA will also be the members.
- 4. Standing instructions are to be formulated by the committee members for arranging snacks/coffee/tea and presentations on a uniform basis.
- 5. Director may try to divert some funds from other/Institute sources to this Farewell Party Fund.
- 6. While it is appreciated that all the staff members should become the members to this Farewell Party Fund keeping in view the social obligations/bindings of the human endeavour, it is left the individuals to become the members or not.
- 7. A non-member of FPF will not be entitled for Farewell Party.
- 8. A general Circular to be sent informing the staff members that FPF has been created and that all the staff members are deemed to be the members of FPF, unless somebody gives in writing that he is not interested in the same.

Rs. 1.00/monthly - For Group-D employees  
 Rs. 2.00/monthly - For Group-C employees  
 Rs. 3.00/monthly - For Group-B employees  
 Rs. 5.00/monthly - For Group-A employees

CENTRAL TECHNOLOGICAL RESEARCH INSTITUTE (CFTRI) EMPLOYEES' UNION  
(REGISTERED)

- 9. In case any staff member is not interested to become member, he/she will not be eligible to become member after FPF starts functioning, except newly appointed staff members who may have to enroll their membership at the time of the appointment itself. Date: 07.04.97
- 10. Invariably, the farewell parties should be conducted on the last working day of the retirees, and in case regular Director is on tour/leave, the in-charge Director will have to preside over the function.

The members present at *Approved* General Body meeting of CFTRI employees' Union held on 07.04.97, has unanimously resolved to create a Farewell Party Fund through the Management. In order to give farewell parties to the retirees on an uniform basis irrespective of status, costs, creed and sex.

The Joint Meeting of the BOD of CFTRI and CFTRI-SWA held on 19.1.97, has also fully endorsed the BOD resolution.

A tentative scheme for creation of 'Farewell Party Fund' and arranging Farewell Parties to the Retirees, is enclosed herewith for your kind perusal and needful action at your end.

Director is requested to kindly provide a date for meeting the Office Bureaus of CFTRI-ED and CFTRI-SWA, to discuss further on this matter as well as any other matter of general/institute's interest.

Thanking you and with regards,

Yours truly,

Encl: As above

(P. Venkata Rao)

CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE (CFTRI) EMPLOYEES' UNION  
(REGISTERED)

(Reg. No. TUA:MYS:490:89-90)

CFTRI Campus,  
Cheluvamba Mansion  
Mysore-570 013

No. No. CFTRI-EU/97-

Date : 07.04.97

To : The Director  
C.F.T.R.I.  
Mysore

Sir,

The members present in the 8th Annual General Body meeting of CFTRI Employees' Union, held on 30.1.97, has unanimously resolved to create a Farewell Party Fund through the Management, in order to give farewell parties to the retirees on an uniform basis irrespective of status, caste, creed and sex.

The Joint Meeting of the ECs of CFTRI-EU and CFTRI-SWA held on 19.1.97, has also fully endorsed the 8th AGBM resolution.

A tentative scheme for creation of "Farewell Party Fund" and arranging Farewell Parties to the Retirees, is enclosed herewith for your kind perusal and needful action at your end.

Director is requested to kindly provide a date for meeting the Office Bearers of CFTRI-EU and CFTRI-SWA, to discuss further on this matter as well as any other matter of general/Institute's interest.

Thanking you and with regards,

Yours truly,

Encl : As above

(P. Venkata Rao)