
Section 8: BENEFITS

8.1 Employee Provident Fund (EPF):

- ☐ Employees after eligibility can enroll their names under the E.P.F. Scheme. As per rule of the E.P.F. Scheme, of Govt. of India, an employee may deposit 12 % of his basic pay towards his share, in turn, the employer will also deposit 12 % on a maximum of basic pay of Rs.15,000/- towards his share. Out of 12 % share of the Employer, 8.33 % towards pension & 3.67 % towards EPF will be deposited.

8.2 Mediclaim/ Group Insurance:

- ☐ As per the circular No 286 dated 17.01.2014. The University will pay either 50% of the premium amount what an employee is paying or the privileged amount fixed as follows whichever is lower.

Sl. No	Designations	Privileged amount
1.	Vice Chancellor, Registrar, Principal, Deans, Directors, Vice Principal & Professors	Rs. 5,000.00
2.	Associate Professor	Rs. 3,500.00
3.	Asst. Professor	Rs. 2,500.00
4.	Sr. Lecturer / Lecturer	Rs. 2,000.00
5.	Accounts Officer, Audit Officers, Doctors, Librarian, Sports Officer, Security Officer, Warden and equivalent positions	Rs. 3,000.00
6.	Manager, SWO, Teaching Asst., Accountant, HR-Executive, Placement Officers and equivalent positions (who have completed more than 02 years of service)	Rs. 2,000.00
7.	Accounts Asst., Audit Asst., Lab Technicians, Skilled Asst., Coordinators, Store In Charge, and Grocery in charge, Steno, DEO, Supervisor, Driver and equivalent positions.	Rs. 1,500.00
8.	Security Guard, Sweeper, Gardener, Cook, Care Taker, Attendant, Peon and other equivalent positions.	Rs. 1,000.00

- ☐ To have an insured life, it is decided to implement the group life insurance scheme to all the eligible employees.

8.3 House Rent Allowances (HRA):

- ☐ The married staff members are provided with Free Accommodation inside/outside the campus as per the availability of the staff quarters. In case of non-availability of the staff quarters he/she shall be allowed the HRA as per institution norms.



- ☐ A Bachelor employee can avail himself/herself of free bachelor accommodation provided by the institute.

8.4 Leave Travel Concession (LTC):

- ☐ Faculty members who have completed three years of uninterrupted service at GIET University, Gunupur shall be covered under this scheme. Part time/ visiting / faculties above 60 years of age shall not be covered under this scheme.
- ☐ If both husband and wife are employed, then LTC shall be provided to one of them in three years (not twice).
- ☐ LTC can be availed during vacation viz., summer vacation and Durga Puja vacation. No extra leave in this regard shall be provided to any faculty members. LTC scheme cannot be carried forward for the next three years.
- ☐ LTC can be availed from the home town or place of work to any place in India with a maximum limit of 4000 kms (to and fro) or the distance actually travelled, whichever is less.
- ☐ LTC can be availed for a maximum of two full tickets for husband & wife and two half tickets for two children.
- ☐ Faculty Members up to the rank of Associate professor can avail 3-AC and professors can avail 2-AC train journey. The place where train journey is not possible or not available, they can travel by road by AC bus/Volvo Bus, but the fare reimbursed must not be more than the train fare applicable to them subject to production of original tickets or receipts.
- ☐ Faculty members are entitled to reimbursement of only the ticket cost. Costs like food, lodging, etc shall not be covered under this scheme.
- ☐ Claims for reimbursement in all cases shall be entertained within 15 days of completion of the return journey on production of original tickets. In case of misuse of LTC disciplinary action as deemed fit shall be taken against them. No advance shall be paid to any faculty member in this regard.
- ☐ Before availing LTC facility, faculty members have to apply in the prescribed form at least before three months in normal circumstances and shall commence the journey after getting the sanction.