



**GIET UNIVERSITY, GUNUPUR**

**A HAND BOOK OF  
HR POLICIES AND PROCEDURES  
FOR EMPLOYEES**



Website: <http://www.giet.edu>



**SECTION**

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## Section 8: BENEFITS

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### 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, r & 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.

## 8.5 TEACHER MOTIVATION:

### 8.5.1. Participation in Seminar /Conference /Workshop:

- In order to motivate faculty in attending seminars / conferences / workshops organized by reputed institutions of India, the following facilities are being provided to the faculty members by the college to actively participate in seminars / conferences / workshops, organized by approved organizations:

Sl.No.	Subject	Professor & Associate Professor	Asst. Professor	Lecturers
A	Registration fee to participate in seminars / conferences / workshops <b>(Amount beyond this limit shall be borne by the faculty member concerned.)</b>	Up to Rs. 3,000/-	Up to Rs. 2,000/-	Up to Rs. 1,000/-
B	Only one seminar / conference / workshop per calendar year allowed for Lecturers / Asst. Professors			
C	Two seminars / conferences / workshops either National or International held in India are allowed to Professors & Associate Professor.			
D	TA & DA for the above purpose shall be paid.			

#### ➤ Post-Visit Presentation in Department

- Immediately on return of a faculty member to GIET University Campus after participating in Seminar / Conference / workshop, the department concerned must arrange a presentation of the said teacher to the departmental faculty members.
- Other departmental faculty members who are interested may be invited to attend the same.

### 8.5.2. Incentive to Teachers for Publication of Papers (in journals) / books.

- In order to encourage teachers for undertaking and promoting research work at GIET University, Gunupur, the authority has decided to award some incentive for their good research work. Papers published by the faculties are categorized in the following manner:
  - Category A—Journals with impact factor more than or equal to 2
  - Category B—Journals with impact factor less than 2.
- If the publication is made by faculties in the journal of the ranking of category A, they will be eligible to receive an award of Rs. 5000/-.Award of teachers will be Rs. 2000 if the impact factor of journals falls in category B.

- However, papers published from Ph.D/M.Tech thesis after the award of the degree will not be considered for any financial award by the institute, since one time incentive is given after obtaining Ph.D. degree.

#### **8.6 Training program for Technical / Support staff**

- A Technical / support staff shall be encouraged for up gradation of technical and non-technical skills for the purpose the University is organizing in campus training programs for the Technical / support and also encourage the training / orientation programs conducted by other agencies.

#### **8.7 Transport**

- An Employee can freely avail himself/herself of the staff buses provided for conveyance of the staff members.
- If an employee wishes to have his own conveyance (for which no allowance is admissible), then he/she should follow the following instructions:
  - Wear ISI certified crash helmet for two wheelers (both rider and pillion rider)
  - Use seatbelt for four wheelers
  - Always keep DL, Insurance, and other documents related to your vehicle.

#### **8.8 Medical:**

- The institute has a health club which can be availed of by all the employees between 6 PM to 7 PM every day.
- An Employee can consult the institute doctors (both homeopathic and allopathic) free of cost.
- Interest free loan for medical treatment is allowed.

#### **8.9 Faculty Club**

- There is a faculty club meant for all members of the faculty. A get-together is arranged on the last day of every month where all the members should actively participate to greet employees on birth anniversary / marriage anniversary. Each faculty member has to make a nominal monthly financial contribution to the club.

#### **8.10 Recreation:**

- The national standard swimming pool can be used only on holidays by the faculty members as per the following schedule:
  - 6:30 AM to 8:00 AM—Ladies
  - 8:30 AM to 10:30 AM—Gents

### **8.11 Yoga**

- In order to keep the employees and students mentally and physically fit, the institute provides regular yoga and meditation classes in the campus and hostels by qualified and well-trained yoga instructors.

### **8.12 LIBRARY FACILITY:**

- The maximum number of books issued to a teacher is 10(Ten). It can be extended with due permission from the Registrar.
- The faculty reading room is in the Reference Section of the Library and is open round-the-clock.
- A teacher can be issued a book on fiction, non- fiction and other literature from different fields for a maximum of 3 (three) days.
- The library provides reprographic, spiral and lamination facilities to the faculty at an affordable price.
- Through the digital library, the faculty members can have access to different online magazines, journals and books.
- The library subscribes to a substantial number of national and international journals pertaining to different branches. It helps the faculty members towards paper publication and carrying out research and development activities.
- Every teacher should spend a minimum of 5 hours a week in the library. He/she should sign and date in the register maintained for the purpose.

### **8.13 INTERNET FACILITY TO EMPLOYEES:**

- 15 systems of INTERNET LAB are reserved for employees.
- Employees can use these systems every day from 8.30 AM To 9 PM.
- All department systems are connected to network. As such all teachers can avail themselves of 24 hours Internet facility.
- 24 hours Wi-Fi Internet facilities are available to staff members residing in staff quarter on campus and hostels.
- Staff members possessing a laptop can avail themselves of Internet 24 hours through Wi-Fi facilities on GIET University campus.

# GIET UNIVERSITY

GUNUPUR, Pin- 765022, Dist. RAYAGADA

## NOTES & ORDERS

85

This is regarding payment Medclaim benefits to staff as per the provision of the University rule as details given below:

SLNO	NAME OF THE STAFF AND DESIGNATION	NAME OF THE INSURANCE COMPANY & INSURANCE POLICY NO & PERIOD OF INSURANCE	ACTUAL PREMIUM PAID	UNIVESITY PAID AMOUNT
1	AJIT KUMAR PATRA - ASSOCIATE PROF	STAR HEALTH & ALLIED INSURANCE --POL NO- P/7000004/01/2025/004978--VALID FROM 02.07.2024 TO 01.07.2025	11,900.00	3,500.00
2	RAKESH SAHU -ASST PROF	CARE HEALTH INSURANCE POLICY NO- 96765386VALID FROM 21.02.2025TO 20.2.2026	14,220.00	2,500.00
3	RABINDRA KU MISHRA	STAR HEALTH & ALLIED INSURANCE --POL NO- 11240516806404--VALID FROM 21.11.2024 TO 20.11.2025	28,155.00	2,500.00
4	SARATA CH PANDA ,ACCOUNTS OFFICER	CARE HEALTH INSURANCE POLICY NO-97582158 VALID FROM 20.2.2025 TO 19.2.2026	12,056	3,000.00
5	RAJENDRA KU PATRA - hardware asst	SBI GENRAL INSURANCE POLICY NO-- 00000000066578354- 03/13.01.2025 TO 12.01.2026	12,794	2,000.00
6	SUBRATA SUBHMKAR MOHANTY -asst prof	STAR HEALTH INSURANCE COMPANY LTD POLICY NO- 8426111807230349/19.01.2018 TO 29.1.2018	23,246	2,500.00
7	AMII KUMAR PARIDA ,ASST PROF	ADITYA BIRLA capital health insurance -policy no-31-24-0182726-03-from 03.12.2024 to 02.12.2025	17,110	2,500.00
8	BIŠAWAJIT DALEI ,ASST PROF	THE ORIENTAL INSURANCE COMPANY LTD -POL NO- 345800/48/2025/1571/- VALID FROM 31.01.2025 TO 30.01. 2026	12,306	2,500.00
9	NIKUNJA KISHORE PATRA -SR LIBRARIAN	NIVA BUPA HEATH INSURANCE CO LTD -POL NO- 2004035413/ VALID FROM 2.01.205 TO 02.01.2025	32,220	3,000.00
10	JITENDRA KU SAHOO - ASST PROF	STAR HEALTH INSURANCE COMPANY LTD POLICY - 1914112402009651/VALID FROM -03.04.2025 TO 02.04.2026	11,949	2,500.00
11	SADANANDA SAHOO	STAR HEALTH INSURANCE COMPANY LTD POLICY - 885012203238754 VALID FROM -17.02.2025 TO 16.02.2026	25,265	3,500.00
		TOTAL		30,000.00

Some Am No -89  
12/13/2025

Hence an amount of Rs. 30,000/- (Rupees Thirty Thousand) only may kindly be sanctioned for payment .

*[Signature]*  
13/13/2025

Accounts Officer

*[Stamp]*  
14/3/25  
Audirt Officer

*[Signature]*  
President

Vice President

*[Signature]*  
14/13/25  
Director General

62

Details of mediclaim policy premium payment for the year 2024-2025 to the following staff as details given below -

SINO	Name of the staff / Authority & DESIGNATION	Policy No	Name of the Company	period	Premium Amount	Payment Amount	
1	Neela Madhab Padhy- Professor	13982200000 0000000 139822428680002518	Reliance General Insurance	20/03/2024-19/03/2025	14,037.00	5,000.00	
2	Kakita Murali Gopal-Dean CSE	112510000 0000011250971835304	Star Health Insurance	20/05/2024-23/05/2025	15,351.00 18114.00	5,000.00	
3	Bidush Kumar Sahoo- Associate prof	1123020000 000011230234586701 11230234586701	Star Health Insurance	20/01/2024-19/01/2025	11,795.00 13919.00	3,500.00	
4	Nilambar Sethi- Associate Prof	32027700000000	Niva Health Insurance	24/10/2023-23/10/2024	22,972.00	3,500.00	
5	D.Anil Kumar Associate Prof	238178373	TATA AIG Insurance	07/10/2023-06/10/2024		3,500.00	
6	Sachikanta Dash - Associate Prof	21-18-0042172-07	Aditiya Birla Health	25/11/2023-24/11/2024		3,500.00	
7	Jagadish Sahoo-Asst Prof	11230200000000	Star Health Insurance	10/09/2023-13/09/2024	21,519.00	2,500.00	
8	Murali Krishna Senapati -Asst Prof	62010034232 700000000	The new India assurance	14.12.2023 to 13.12.2024	16,144.00	2,500.00	
9	Ratan Kumar Patra-Asst Prof	11250800000000	Star Health Insurance	31.08.2024 - 31.07.2025	16,922.00	2,500.00	
10	Bvs Srinivas Rao- Audit Officer	67656465	Care Health Insurance	01/07/2024-30/06/2025	23,931.00	3,000.00	
11	Debidatto Misro- Network Administer	33898900000000	Niva Health Insurance	20/03/2024-27/03/2025	23,132.00	2,000.00	
12	Srikant Mishra-asst prof	P/700004/01/ 2025/004260	Star Health Insurance	21.06.2024 - 20.6.2025	18750	2,500.00	
13	Prasanta Kumar Patnaik-hardware	11250400000000	Star Health Insurance	22/07/2024-21/07/2025	15,817.00	1,500.00	
	<b>TOTAL</b>						<b>40,500.00</b>

Sanction No. 35  
20/9/2024

As per the rule of mediclaim insurance the total amount of Rs.40,500/- ( FORTHY THOUSAND - FIVE HUNDRED ) only kindly be sanctioned for payment to the staff

Accounts Officer  
*[Signature]*  
18/9/2024

Audit Officer  
*[Signature]*  
19/9/24

President

Vice President  
*[Signature]*

Director General  
*[Signature]*  
20/9/24

# GIET UNIVERSITY

GUNUPUR, Pin- 765022, Dist. RAYAGADA

NOTES & ORDERS

61

This is regarding payment Medclaim benefits to staff as per the provision of the University rule as details given below:

SLNO	NAME OF THE STAFF AND DESIGNATION	NAME OF THE INSURANCE COMPANY & INSURANCE POLICY NO & PERIOD OF	NAME OF THE INSURANCE COMPANY	ACTUAL PREMIUM PAID	UNIVERSITY PAID AMOUNT
1	Dr. Satya Prakash Panda, President	POLICYNO-161130/01/2024/070879	Star Health and allied Insurance Co Ltd	15,222.00	15,222.00
2	Dr chandra Dhvaj Panda, Vice President &	POLICYNO-161130/01/2024/070873	Star Health and allied Insurance Co Ltd	43,749.00	43,749.00
3	Mrs. Basanta Manjari Panda	POLICYNO-161130/01/2024/070879	Star Health and allied Insurance Co Ltd	15,222.00	15,222.00
4	Dr Jagadish Panda, Director Genral & Family	POLICYNO-161130/01/2024/070855	Star Health and allied Insurance Co Ltd	29,574.00	29,574.00
5	Kali charan Rath, Associate Prof	policy no: MLF0010576000107-01.06.2024 TO	Royal sundram General Insurance	21,126.00	3,500.00
6	Jyormaya Mishra, Prof Incharge	31501329/23.05.2024 TO 22.05.2025	Care health Insurance	14,705.00	3,500.00
		TOTAL			1,10,767.00

Hence an amount of Rs. 1,10,767/- (Rupees One Lakh Ten Thousand Seven Hundred Sixty Sevn ) only may kindly be sanctioned for payment .

*Sanctioned = 18*  
*27/6/2024*  
Accounts Officer



Audirt Officer

President

Vice President

*27/6/24*  
Director General

BY

This is regarding payment Medclaim benefits to staff as per the provision of the University rule as details given below:

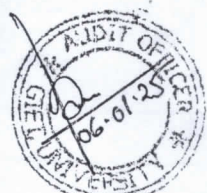
SLNO	NAME OF THE STAFF AND DESIGNATION	NAME OF THE INSURANCE COMPANY & INSURANCE POLICY NO & PERIOD OF INSURANCE	ACTUAL PREMIUM PAID	UNIVERSITY PAID AMOUNT
22	V.TRIVIKRAM SENAPATI	STAR HEALTH AND ALLIED INSURANCE CO LTD -POLICY NO- P/161130/01/2024/146156 VALID FROM 30.12.2024 TO 29.12.2025	20,023	2,000.00
23	PRASANT KUMAR GOUDA	SBI GENERAL INSURANCE POLICY NOI--P-1312046-06 FROM 04.1.2025 TO 03.01.2026 VALID FROM 13.08.2024 TO 12.08.2025	3,700.00	1,850.00
35	DEBODARSHAN PANDA	STAR HEALTH AND ALLIED INSURANCE CO LTD -POLICY NO- P/161130/01/2024/149812 VALID FROM 28.12.2024 TO 27.12.2025	19,997	2,000.00
	RAGHVENDRA SAHU .ASSOCIATE PROF	ADITYA BIRLA HEALTH INSURANCE CO LTD FROM 04.01.2024 TO 03.1.2025	15,349	3,500.00
		TOTAL		9,350.00

Sanction No- 68  
7/1/2024

Hence an amount of Rs. 9,350/- (Rupees Nine Thousand Three Hundred Fifty ) only may kindly be sanctioned for payment .

Accounts Officer

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Audirt Officer

President

Vice President

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Director General

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# GIET UNIVERSITY

GUNUPUR, Pin- 765022, Dist. RAYAGADA

NOTES & ORDERS

63

This is regarding payment Medclaim benefits to staff as per the provision of the University rule as details given below:

SLNO	NAME OF THE STAFF AND DESIGNATION	NAME OF THE INSURANCE COMPANY & INSURANCE POLICY NO & PERIOD OF INSURANCE	ACTUAL PREMIUM PAID	UNIVERSITY PAID AMOUNT
1	SAUMENDRA DAS, ASSOCIATE PROF - 2777	STAR HEALTH & ALLIED INSURANCE --POL NO- P/161130/01/2023/100152--VALID FROM 21.09.2023 TO 20.09.2024	19618/-	3,500.00
		STAR HEALTH & ALLIED INSURANCE --POL NO- P/161130/01/2023/100152--VALID FROM 21.09.2024 TO 20.09.2025	28468/-	3,500.00
2	BIPLABA KUMAR RATH -ASSOCIATE PROF	DIGIT INSURANCE -POLICY NO- D147/489451-VALID FROM 20.8.2024 TO 19.8.2025	16135/-	3,500.00
3	RAGHUNATH PANDA - HR OFFICER	SBI GENRAL INSURANCE POLICY NOI-- 0000000007896503-07 VALID FROM 13.08.2024 TO 12.08.2025	10500/-	3,000.00
4	JITENDRA KUMAR SAHU ,ASST PROF	STAR HEALTH & ALLIED INSURANCE --POL NO- P/131300/01/2024/00001113--VALID FROM 03.04.2023 TO 03.04.2024	10390/-	2,500.00
		STAR HEALTH & ALLIED INSURANCE --PROPOSAL NO- 61250144502/-VALID FROM 03.04.2024 TO 03.04.2025	10390/-	2,500.00
5	RADHA KRUSHNA PADHI -ASSOCIATE PROF	CARE HEALTH INSURANCE POLICY NO-81207183 VALID FROM 22.3.2024 TO 22.03.2025(2027) FOR 1 YEAR	26804/-	3,500.00
		TOTAL		22,000.00

Hence an amount of Rs. 22,000/- (Rupees Twenty Two thousand ) or three only may kindly be sanctioned for payment .

*[Signature]*  
7/12/2024  
Accounts Officer

*[Signature]*  
07/12/24  
Audirt Officer

*[Signature]*  
President

*[Signature]*  
Vice President

*[Signature]*  
9/11/24  
Director General

Sanctioned - 57  
7/12/2024

# GIET UNIVERSITY

GUNUPUR, Pin- 765022, Dist. RAYAGADA

## NOTES & ORDERS

This is regarding payment Medclaim benefits to staff as per the provision of the University rule as details given below:

SLNO	NAME OF THE STAFF AND DESIGNATION	NAME OF THE INSURANCE COMPANY & INSURANCE POLICY NO & PERIOD OF INSURANCE	ACTUAL PREMIUM PAID	UNIVERSITY PAID AMOUNT
1	ASHISH KUMAR SAMAL ASSOCIATE PROF	STAR HEALTH -POLICYNO- P/131300/01/2024/002950 FROM 15.6.2023 TO 14.06.2024	30,456.00	3,500.00
2	Rabindra kumar panda sports officer	care Health Insurane -pNo-63357519 valid from 21.03.2023 to 20.3.2024 care Health Insurane -pNo-63357519 valid from 21.03.2024 to 20.3.2025	26,560.00 29,797.00	3,000.00 3,000.00
3	SARATA CHANDRA PANDA - ACCOUNTS OFFICER	SBI LIFE ,POLICY NO-12281341-05VALID FROM 23.04.2024 TO 23.03.2025	7,700.00	3,000.00
4	GOPAL KRUSHNA MOHANTY DEAN ADMISSION	STAR HEALTH-POL NO-11230257419803-VALID FROM 17.3.2023 TO 16.03.2024	17,630.00	5,000.00
5	S.SIBAJEE ,PRO	ROYAL SUNDRAM ,POLICYNO MLF-00066495000106 VALID FROM -14.03.2023 TO 13.03.2024 ROYAL SUNDRAM ,POLICYNO MLF- 00066495000107VALID FROM -14.03.2024 TO 13.03.2025	11,936.00 12,453.00	2,000.00 2,000.00
6	RAKESH SAHU - EEE.ASST PROF	STAR HEALTH -POLNO-P/700004/01/2024022734 VALID FROM 21.02.2024 TO 20.2.20254	15,712.00	2,500.00
		TOTAL		24,000.00

Hence an amount of Rs. 24,000/- (Rupees Twenty four Thousand ) may kindly be sanctioned for payment .

Accounts Officer

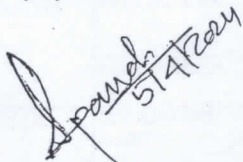
Audit Officer

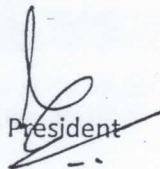
President

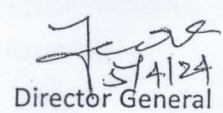
Vice President

Director General

Sonekh/Nc-01  
6-4-2024

  
5/4/24



  
5/4/24

# GIET UNIVERSITY

GUNUPUR, Pin- 765022, Dist. RAYAGADA

## NOTES & ORDERS

Details of mediclaim policy premium payment for the year 2022-2023 & 2023-2024 to the following staff as details given below -

S/No	Name of the staff / Authority	Designation	Policy No	Name of the Company	Premium Amount	Payment Amount
1	BILPBA KU RATH	ASSO PROF	D102047448/20.8.2023 TO 19.8.2024	DIGIT INSURANCE PVT LTD	13,115.00	3,500.00
2	Prasant ku Patnaik	Hardware asst	11240328150801/from 22.07.2023 to 21.07.2024	STAR HEALTH AND ALLIED INSURANCE	15,817.00	1,500.00
3	AMI KUMAR PARIDA	ASST PROF	Policy nO; 21-21-0073059-01/30.9.2022 to 29.09.2023	ADITYA BIRLA CAPITAL	12,936.00 14,153.00	2,500.00
4	AKSHYA KUMAR SAHOO	Asst Prof	P/700004/01/2024/007583-08.08.202301.08.20242 TO 01.08.2023	Star Health and allied Insurance Co Ltd	15,694.00	2,500.00
5	BISWAJIT DALEI	Asst Prof	345800/48/2024/1025- from 16.10.2023 to 15.10.2024	THE ORIENTAL INSURANCE CO LTD	11,286.00	2,500.00
6	Ranjit kumar panigrahi	Sr. Accountant	11230223072500/ FROM 28.01.2023 TO 27.01.2024	STAR HEALTH INSURANCE	19,676.00	2,000.00
			11230223072501 FROM 28.01.2024 TO 22.01.2025	STAR HEALTH INSURANCE	19,676.00	2,000.00
7	ASHOKA Mishra	Asst dean - Administraion- SOA	1123012822200007/from 04.09.2023 to 03.09.2024	STAR HEALTH AND ALLIED INSURANCE	31,969.00	3,000.00
8	RABINDRA KUMAR MISHRA	ASST.PROF	11240516806403 FROM 21.11.2023 TO 20.11.2024	STAR HEALTH AND ALLIED	28,155.00	2,500.00
9	TAPAS RANJAN PANIGRAHI	ASST PROF	34353839/ FROM 28.7.2023 TO 27.7.2024	SBI GENERAL UPNSURANCE	10,502	2,500.00
10	Debodarshan Panda	Accountant	P-161130/01/2024/149812 from 28.12.2023 to 27.12.2024	STAR HEALTH AND ALLIED INSURANCE	17,208.00	2,000.00
11	V. Tribrikam Senapati	Accountant	p/161130/01/2024/014656 from 30.12.2023 to 29.12.2024	STAR HEALTH AND ALLIED INSURANCE	20,023.00	2,000.00
	PRASANTA KUMAR GOUDA	JR.ACCOUNTANT	P-13120406-05FROM 09.1.2024 TO 08.01.2025	SBI GENRAL	3,700.00	1,850.00
	SATYA SANDHA PADHI	DOCTOR	3236517-08 from 17.08.2023 to 16-8.2024	SBI GENRAL	9,000.00	3,000.00
	NIKUNJA KISHORE PATRA	CHIEF LIBRARIAN	mif0005736000107 from 12.02.2024 to 11.02.2025	ROYAL SUNDRAM	21,631.00	3,000.00
	RASMI RANJAN NAYAK	TRAINING MANAGER	61970064/ 31.03.2023 TO 30.3.2024	CARE HEALTH INSURANCE	15,155.00	3,000.00
	RGHU NATH PANDA	HR OFFICER	7896503-05/BIPS15467958 FROM 13.8.2022 TO 12.08.2023	SBI GENRAL	10,500.00	3,000.00
		HR OFFICER	7896503-06/13.08.2023 TO 12.08.2024		10,500.00	3,000.00
	RAJENDRA KUMAR PATRA	HARDWARE ASST	66578354-02/ FROM - 13.1.2024 to 12.01.2025	SBI GENERAL	12,795.00	2,000.00
	RIBHU ABHUSAN PANDA	ASST PROF	31-23-0015111-00/ FROM 30.12.2023 TO 29.12.2026 3Years	ADITYA BIRLA HEALTH INSURANCE CO LTD	36,698.00	2,500.00
TOTAL						49,850.00

As per the rule of mediclaim insurance the total amount of Rs.49,850/- (FORTY NINE THOUSAND EIGHT HUNDRED FIFTY) only kindly be sanctioned for payment to the staff

Accounts Officer

Audit Officer

President

Vice President

Director General

Details of mediclaim policy premium payment for the year 2022-2023 to the following staff as details as details given below -

SINO	Name of the staff / Authority	Policy No and Period	Name of the Company	Premium Amount	Payment Amount
1	Dr. Satya Prakash Panda President	p/161130/01/2023/062781	Star Health and allied Insurance Co Ltd	15,222.00	15,222.00
2	Dr Chandra Dhvaj Panda & Family - VICE PRESIDENT	p/161130/01/2023/065047	Star Health and allied Insurance Co Ltd	43,415.00	43,415.00
3	Mrs. Basanta Manjari Panda - TRUSTEE	p/161130/01/2023/062763	Star Health and allied Insurance Co Ltd	15,222.00	15,222.00
4	Dr Jagadish Panda & Family-DIRECTOR GENERAL	P/161130/01/2023/062768	Star Health and allied Insurance Co Ltd	29,574.00	29,574.00
5	SANJYA KUMAR KUNHAR - PROF.DY DEAN	32004788202100/31.10.2023 TO 31.10.2024	NIVA HEALTH INSURANCE	44,677.00	5,000.00
6	K.MURALI GOAPAL - ASSO.PROF	P/131300/01/2023/001518-2405.2022-24.05.2023	Star Health and allied Insurance Co Ltd	16,461.00	3,500.00
7	D.ANIL KUMAR - ASSO PROF	02381783730200112708.11.2022 TO 07.11.2023	TATA AIG INSURANCE	11,794.00	3,500.00
8	MURALI KRISHNA SENAPATI - ASST ,PROF	62010034222700000056/12.012.2022 to 12.012.2023	New inida assurance	16,144.00	2,500.00
9	TUSHAR PKANTA PANDA - ASST PROF	P-33069326202300-05.03.2023 TO 04.3.2026	NIVA HEALTH INSURANCE	62,039.00	2,500.00
10	Ajit kumar patra-asst Prof	R-700004/01/2022-007680-03.7.2022 TO 03.7.2023	Star Health and allied Insurance Co Ltd	11,900.00	2,500.00
11	SRIKANTA MISHRA -ASST PROF	P-700004/01/2023/05509-22.06.2022 TO 23.6.2023	Star Health and allied Insurance	18,750.00	2,500.00
12	SUJIT KUMAR PATRA - ASST PROF	P-4177/277996445-27.01.2023 TO 26.01.2024	ICICI LOMBARD	24,490.00	2,500.00
13	DR.RAGHAVENDRA SAHU - ASST PROF	P-71-20-00040-01-00-24.12.2022 TO 23.12.2023	ADITYA BIRLA INSURANCE	13,162.00	2,500.00
14	NILAMBAR SETHI - ASSOCIATE PROF	P-32027696202201-24.10.2022 TO 23.10.2023	NIVA HEALTH INSURANCE	20,064.00	3,500.00
15	B.VS SRINIVAS RAO	67656465-01.07.2023 TO 30.6.2024	CARE HEALTH INSURANCE	24,562.00	3,000.00
16	PREMANSU KU RATH Asso - Prof	P8101001502940/03.03.2023	NIVA HEALTH INSURANCE	14,874.00	3,500.00
17	BIBHU PRASAD	P-2890/00066536/0000/01-14.06.2023 TO 13.06.2023	CHOLA MANDALAM	10,806.00	2,500.00
18	PREATEEK RANJN BEHERA - ASSPROF	34880355/OCT-2022-19.10.2024	CARE HEALTH INSURANCE	15,648.00	2,500.00
19	DEEPAK KUMAR -ASST PROF	821102073216-18.01.2023 TO 18.01.2024	NIVA HEALTH INSURANCE	24,776.00	2,500.00
20	ANMOL PANDA -ASST PROF	11230249714200/24.02.2023 TO 24.02.2024	Star Health and allied Insurance	14,425.00	2,500.00
21	SACHIKANTA DASH	21-18-0042172-05-25.11.2022 TO 24.11.2023	ADITYA BIRLA INSURANCE	10,695.00	3,500.00
22	Satya narayan sahu	220007637473-07.3.2023 to 06.03.2024	ADITYA BIRLA INSURANCE	13,307.00	2,500.00
23	JAGADISH SAHOO	61230156668/13.10.2022 TO 12.0102023	Star Health and allied Insurance	14,102.00	2,500.00
24	PRABIN KUMAR PATNAIK	2856204978179300000-23.10.2022 TO 22.10.2024	HDFC EROGO	23,030.00	3,500.00
25	MANAS RANJAN PANDA	2805-2036-5269-8301000-20.6.2022 OT 19.6.2023	HDFC EROGO	22,702.00	2,500.00
TOTAL				1,64,933.00	

As per the rule of mediclaim insurance the total amount of Rs. 1,64,933/- (One lakh Sixty Four Thousand Nine - Hundred Thirty three ) only may kindly be sanctioned for payment to the staff

Accounts Officer

Audit Officer

President

Director General

Sanction - 33  
25/7/23

# GIET UNIVERSITY

GUNUPUR, Pin- 765022, Dist. RAYAGADA

## NOTES & ORDERS

Details of mediclaim policy premium payment for the year 2022-2023 & 2023-2024 to the staff as details given below -

SINo	Name of the staff / Authority	Designation	Policy No	Name of the Company	Premium Amount	Payment Amount
1	BILPBA KU RATH	ASST Prof	D12094BAEC85FC-1-20.8.2022 TO 19.8.2023	DIGIT UINSURANCE	12,474.00	2,500.00
2	BANDITA SAHOO	Professor	41270HSRN/76836329 /10/000-01.3.2023 TO 01.03.2024 29.02.24	ICICI LOMBARD	20,215.00	5,000.00
3	Rakesh Sahu	Asst Prof	p-700004/01/2023/024231-02.02.23 to 02.02.2024	Star Health and Allied Insurance Company Ltd	13,912.00	2,500.00
4	BIDUSH KUMAR SAHU	ASST PROF	INVNO-2123011000379514-POLICYNO-11230234586700	Star Health and Allied Insurance Company Ltd	10,974.00	2,500.00
5	RAJENDRA KUMAR PATRA	HARDWARE ASST	66578354-01-06.1.2023 to 05.01.2024	SBI GENERAL	12,795.00	2,000.00
6	AMI KUMAR PARIDA	ASST PROF	Policy nO: 21-21-0073059-01/30.9.2022 to 29.09.2023	ADITY BIRLA CAPITAL	12,936.00	2,500.00
7	SARATA CHANDRA PANDA	ACCOUNTS OFFICER	Policy No: - 00000000012281341.0 4-24.3.2023 to 23.03.2024	SBI GENRAL	7,700.00	3,000.00
8	SADANANDA SAHOO	ASSOCIATE PROF	612302626337/10.02.2023 TO 09.02.2024	Star Health and Allied Insurance Company Ltd	21,730.00	3,500.00
9	PRASANTA KUMAR GOUDA	JR.ACCOUNTANT	P-13120406-04-09.1.2023 TO 08.01.2024	SBI GENRAL	3,700.00	1,850.00
10	SATYA SANDHA PADHI	DOCTOR	Polycyno: 3236517-07-	SBI GENRAL	10,500.00	3,000.00
11	NIKUNJA KISHORE PATRA	CHIEF LIBRARIAN	POLICY NO: HMA0057673000102-12.02.2023 TO 11.02.2024	ROYAL SUNDRAM	20,545.00	3,000.00
12	PRATAP KUMAR PANIGRAHI	PROF ESSOR EEE	PolicyNO-P-700004/01/2023/02382 0/30.1.2023 TO 29.01.2024	Star Health and Allied Insurance Company Ltd	23,199.00	5,000.00
13	Y.SOM SEKHA PATRA	ASST PROF	Policy N-920222328240151691/24.02.203 to 23.02.24	RELIANCE GENRAL INSURANCE	20,775.00	2,500.00
14	KALI CHARAN RATH	Associte prof	Policy NO: mlf0010576000106/01.06.2023 to 31.05.2023	ROYAL SUNDRAM	18,252.00	3,500.00
15	Balaram Dash	Associated Prof	p/700004/01/2023/001-349-21.04.2023 to 20-04.2024	Star Health and Allied Insurance Company Ltd	14,679.00	3,500.00
<b>TOTAL</b>						<b>45,850.00</b>

As per the rule of mediclaim insurance the total amount of Rs.45,850/- (Forty Five Thousand Eight Hundred Fifty) only kindly be sanctioned for payment to the staff

Accounts Officer

President

Vice President

Audit Officer

Director General

Sanctm No - 18  
12/6/23